



Kentucky Environmental Education Council (KEEC)  
Council Retreat and Meeting Minutes  
September 12, 2019

**Meeting Location:** 300 Building, 300 Sower Boulevard, Room 418, Frankfort KY

**Meeting Time:** 10:00 a.m. Eastern

**Council Members in Attendance:** Chair Billie Hardin, Vice Chair Marcus Norton, Lona Brewer, Karen Reagor

**Absent Members:** Karin Ceralde, Gordon Garner

**Staff in Attendance:** Billy Bennett, Wesley Bullock

**Others in Attendance:** Ashley Hoffman, Kentucky Association for Environmental Education Executive Director

#### Council Retreat

The Council Retreat was called to order by B. Hardin at 10:23 AM. W. Bullock called roll. Of the six Council Members, two were present, not constituting a quorum. With no quorum present, B. Hardin called for a recess until additional members were able to attend.

The retreat was called back from recess by B. Hardin at 1:38 PM. W. Bullock called roll. Of the six Council Members, four were present, constituting a quorum.

#### A. Coordination

1. B. Bennett introduced the Master Plan process that KEEC staff used at the regional meetings to receive input from interested parties.
2. He instructed Council Members on the process and asked them to provide feedback on the Master Plan goals through this process. Council Members provided feedback on each of the Master Plan goals

Motion to Adjourn Council Meeting: ⇨ At 2:56 PM, K. Reagor moved to adjourn the Council Retreat. L. Brewer seconded. All were in favor. None were opposed. The motion passed.

The Council Retreat was adjourned at 2:56 PM.

#### Council Meeting

The Council Meeting was called to order by Chair Billie Hardin at 2:56 PM.

#### A. Introduction

1. Action: Motion to Approve May 2019 Council Meeting Minutes: ➡ At 2:57 PM, L. Brewer moved to approve the minutes of the May 2019 Council Meeting. K. Reagor seconded. All were in favor. None were opposed. The motion passed.
2. B. Hardin asked W. Bullock to note that the Council Meeting notice complied with state open meetings law
3. B. Hardin asked Council Members if they had any guidance for the Master Plan Writing Retreat. L. Brewer asked the staff to focus on things that are doable and realistic. B. Bennett agreed. M. Norton suggested using the first couple of drafts to get at the most important things.

B. Council General Updates: B. Hardin asked Council Members to rearrange the agenda items so that they could consider action items before M. Norton had to depart the meeting, losing the quorum.

4. B. Bennett reported that KEEC received \$242,440 in Pride Fund interest.

#### E. Budget

1. W. Bullock reported that, with baseline spending, KEEC would carry forward approximately \$463,000 into the next biennium. L. Brewer said that the amount is not very much within state government. She is concerned that increases in pension contributions or technology costs could require us to use those funds in future years.
2. B. Bennett reported on the possibilities for expending the additional funds, including priorities that had been identified in previous years. He discussed possible additions to personnel, communications, grants, and programs. K. Reagor asked if there is money for travel for a KGHS Coordinator. W. Bullock reported that the travel money is in the budget already because current staff will need to do the travel if a person is not hired. K. Reagor asked if we would have to create an RFP for a re-branding, which B. Bennett confirmed. K. Reagor asked if KEEC will print hard copies of the master plan. B. Bennett said that it will be up to the Council. B. Hardin said she believes legislators should have a printed copy. K. Reagor suggested the 4-page executive summary to be printed. L. Brewer said that we would not be able to support the groups like a new Clark County EE groups by paying for a staff person without putting out a solicitation. B. Bennett said we would look into the details of how we would do it. B. Hardin suggested it could be offered as a community grant. L. Brewer asked who it would go to. B. Hardin suggested a community foundation in the county. L. Brewer said that the Council should consider the potential conflicts and expenses before committing. K. Reagor clarified that this would be a model that could be replicated, with some responsibility from the organization to provide information that could be used in another county. K. Reagor asked if we have ever had problems awarding the full amount. W. Bullock said that the difficulty would be organizing the grant without a KGHS Coordinator, but that it would be easier for schools to find ways to spend this money than the EPA grant funds, because the EPA funds were restricted to water projects, but this could fund projects in any KGHS category. K. Reagor asked if the grant would be for projects outside of the classroom. B. Bennett said it would most likely be for projects proposed to support the master plan goals. K. Reagor asked whether the full amount would go to one organization. B. Bennett said that it would depend on the number of applicants. The money could support staff or programs. L. Brewer said that we should make sure that there is accountability for the grant recipients.

B. Bennett, W. Bullock, and A. Mike left the meeting.

Motion to Approve Biennial Expenditures: ⇐⇒ L. Brewer moved that the council approve the proposed 2020-22 biennial budget with the following modifications:

- A \$5,000 salary increase for the Kentucky Environmental Education Executive Director, Billy Bennett, to be effective immediately or as soon as permitted by state personnel policies and procedures. Mr. Bennett's new salary will be \$54,875.00.
- A \$9,640.80 salary increase and a job reclassification for the Kentucky Environmental Education Administrative Specialist, Wesley Bullock, to be effective immediately or as soon as permitted by state personnel policies and procedures. Mr. Bullock's new salary will be \$38,770.08. The reclassification should be to a position better aligned with the actual work Mr. Bullock performs.
- A Green and Healthy Schools Coordinator 8-10 month interim position or comparable position at a salary of \$20,000, contingent on a detailed job description presented at the November 6, 2019, KEEC meeting.
- A Communication Intern or comparable part-time position at a salary of \$12,000, contingent on a detailed job description presented at the November 6, 2019, KEEC meeting.
- No fringe benefits for the AmeriCorps Coordinator due to a lack of a funding mechanism.

M. Norton seconded the motion.

DISCUSSION: The Council expressed appreciation to the KEEC Executive Director for his leadership and to the staff for its outstanding work. The Council directed that at the November 6, 2019, KEEC meeting, staff provide detailed:

- Information about the revised/reclassification of the Administrative Specialist.
- Job description for the Green and Healthy Schools Coordinator position.
- Job description for the Communication Intern.
- Plan to fund regional environmental education through community partnerships.
- Plan to fund regional environmental education Green and Healthy Schools grants.
- Plan to fund regional environmental education at colleges/universities.
- Proposal regarding how fringe benefits might be paid for the AmeriCorps Coordinator.

The Council noted that it has authority to revise or adjust the budget if funding increases or decreases.

VOTE: The motion carried.

#### **ADDED AGENDA ITEM: NOMINATION COMMITTEE**

KEEC Chair Hardin noted that in November, it would be time to elect leadership for the coming year. The Council briefly discussed the nomination process and noted that at the November 6, 2019, meeting, leaderships would be elected from nominations taken from the floor.

M. Norton left the meeting at 4:30. Given the pressing matter of agenda items, the Council continued, but no action was taken.

Council Members asked about whether additional positions would cost more in rent. They also asked about what job class specifications we thought of for the KGHS Coordinator and Communications Specialist.

C. Coordination: Nominating Committee: The Council will take nominations for leadership positions from the floor in the November Council Meeting

1. B. Bennett reported that KEEC has not received a date, but has been assigned a location just outside the secretary's suite on the 4<sup>th</sup> floor.
2. B. Bennett reported that the next Council Meeting will be held November 6, at 1:00 PM, tentatively for Room 418 at the 300 Building.
3. KEEC staff and leadership have received no word on appointments to the Council.

D. Environmental Education

1. Update: Environmental Education Leadership Corps. A. Mike reported that all members have been exited from 2018-19, and by Monday, 11 members will be on board for 2019-20, with 10 of those as full-time positions. K. Reagor asked if we have returning members. A. Mike reported that 4 members are returning. K. Reagor asked if there is a list of members. B. Hardin suggested the certification course workshops as a way to meet members. B. Bennett suggested having close by members come in to a Council Meeting. Council Members appreciated the suggestion, and requested that we work on that for the November meeting.
2. K. Reagor asked for the PEEC course syllabus. W. Bullock said he would send that to Council Members.
3. K. Reagor reported that the KGHS/KY NEED summit would be April 23 at the Embassy Suites in Lexington. B. Bennett reported that we have not had much time to put into the program, but schools continue to participate.
4. Update: Pre-K Environmental Education Conference. B. Bennett reported that the Redwood Early Learners Conference had 64 attendees. K. Reagor asked how many presenters were from out of state. B. Bennett said that all were local, many from Redwood itself. K. Reagor asked if most participants were local. W. Bullock said that they were local, but with a year to promote the conference, more participants may come from outside of Lexington.

E. Communication and Marketing

1. Update: Re-Branding. B. Bennett said that we have not heard from the Transportation Cabinet designer, and we plan to put out an RFP for that.

B. Hardin expressed her appreciation for the efforts of the staff and said that Council Members believe that staff is doing a great job.

Motion to Adjourn: ➡ At 5:09 PM, K. Reagor moved to adjourn. L. Brewer seconded. All were in favor; none were opposed. The motion passed.